



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 6000.1
Effective Date: July 22, 2004
Expiration Date: December 31, 2004**

Responsible Office: Office of Logistics Management

SUBJECT: Transportation Management

1. SUMMARY

This directive states policy and the types of transportation services available to employees.

2. POLICY

a. Langley Research Center (LaRC) will only acquire such transportation services and equipment as are required and deemed essential for the accomplishment of its institutional and program responsibilities. All such services and equipment will be used for official purposes only.

Sanction – Use, or authorization of use, of Government provided vehicles for any purpose other than official business may result in disciplinary actions set forth in CFR 41, Chapter 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"

b. Carriers selected for LaRC shipments must possess the appropriate authority license or permit to provide the services offered and show positive proof of insurance coverage commensurate with the risks and probable liabilities attendant to the shipment.

c. Transportation services acquired by LaRC from common carriers will only be acquired under the authority of the duly appointed Transportation Officer.

d. All LaRC-owned transportation equipment will be acquired and disposed of in accordance with applicable Federal authority and operated and maintained in accordance with Federal, State, and industry standards.

e. Government motor vehicles will not be assigned for the exclusive use of any one official unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of daily usage. The use of Government motor vehicles for the transportation of employees between their residences and places of work is prohibited by law, except in extreme situations and with the Administrator's approval.

3. DESIGNATION

The designated Transportation Officer is located in the Office of Logistics Management.

the LDMS Library via the LMS web site to verify that this is the correct version before use.

4. RESPONSIBILITIES

- a. Head, Office of Logistics Management

Approve the purchase of all transportation services and related equipment.

- b. Transportation Officer

- (1) Provide on-site contract oversight for transportation services.
- (2) Ensure that all transportation services acquired by LaRC from common carriers are the most economical and efficient.

5. TRANSPORTATION SERVICES AVAILABLE

- a. Government-owned vehicles for on and off-site official use
- b. Shuttle service to/from NASA Headquarters
- c. Secure messenger pick-up and delivery
- d. Package pick-up and delivery
- e. Furniture and equipment moves

6. OPERATORS' PERMITS

- a. General-purpose government-owned vehicles require a valid state operator's license for the type of vehicle to be operated.
- b. Special purpose government-owned vehicles/equipment require a certification of training by an appropriate recognized authority for the type of vehicle or equipment to be operated.

7. REFERENCES

- a. CFR 41, Chapter 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"
- b. NPD 6000.1, "Transportation Management."
- c. NPR 6000.1E, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- d. NPR 6200.1, "NASA Transportation and General Traffic Management."

- e. LAPD 6000.3, "Motor Vehicle Management."
- f. LAPD 9700.3, "Travel Requirements, Officials, and Redelegations."

8. RECISION

LAPD 6000.1, dated June 5, 1999.

Jeremiah F. Creedon
Director